

Zoning Variance Request

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

To:
[Zoning Board or Appropriate Authority]
[Office Address]
[City, State, Zip Code]

Dear [Zoning Board or Appropriate Authority],

I am writing to formally request a zoning variance for my property located at [Property Address]. The purpose of this request is to obtain permission to [briefly describe the modification you wish to make, e.g., build an addition, modify the exterior, etc.].

Currently, my property is zoned for [current zoning classification], which restricts [specific restrictions you are facing]. Due to [explain your reason for the variance, e.g., unique property characteristics, hardship, etc.], I believe that a variance is warranted in this case.

The proposed modification will [describe how the modification will benefit you and/or the community, maintain the character of the neighborhood, etc.]. I have attached supporting documents including [list any supporting documents, e.g., site plans, photos, etc.].

I appreciate your consideration of this request and hope to discuss this matter further. Please feel free to contact me at [your phone number] or [your email] should you need any additional information.

Thank you for your time and attention to this matter.

Sincerely,

[Your Name]